



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 3/12/18	<u>Interviewer:</u> Sue Guenter-Schlesinger, Lafayette Baker, L.K. Langley	RFA #18 – 32
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Professor, [REDACTED]		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☒ Staff ☐ Student ☐
 Concern Regarding: Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☐

Category: *(Please check at least one)*

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|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input checked="" type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
3/12/18	[REDACTED] emails SGS	[REDACTED] emails SGS wanting to file a racial discrimination grievance regarding a series of events that resulted in [REDACTED] refusal to pay a vendor contracted for the [REDACTED] [REDACTED] forwards emails threads to provide background. [REDACTED] indicates she will be in [REDACTED] for winter [REDACTED].
3/13/18	[REDACTED] emails SGS	[REDACTED] emails further several more email threads pertinent to the RFA.
3/15/18	[REDACTED] email correspondence with SGS	[REDACTED] asks that SGS please contact her so she knows how to proceed. SGS responds by explaining the process for an informal resolution versus a formal complaint and has Hailey Chittick send [REDACTED] the Discrimination Complaint Procedure and POL U-1600.02. Indicates LKL and LB will be providing assistance to this issue as well. [REDACTED] suggests communicating further over

		WhatsApp.
3/15/18	SGS & LB call [REDACTED] on WhatsApp	<p>[REDACTED] explained that she was encouraged to seek funds left over from [REDACTED] family donation for the [REDACTED]. She said [REDACTED] she was planning to do in [REDACTED]. She said there was \$50,000 in the [REDACTED] family account. She worked with [REDACTED], the Director of the [REDACTED].</p> <p>[REDACTED] said [REDACTED] was already planning an international program, and he was interested in acquiring some of the [REDACTED] family donation funds as well for his program.</p> <p>[REDACTED] expressed she had meetings with [REDACTED], the operations manager for the [REDACTED], and [REDACTED] the operations manager for [REDACTED]. They discussed that [REDACTED] program would receive \$10,000, and the [REDACTED] would receive \$10,000 out of the \$50,000 [REDACTED] family donation fund.</p> <p>[REDACTED] said she received an additional \$2,500 from [REDACTED] office, and her [REDACTED] total budget was \$12,500. [REDACTED] indicated that [REDACTED] was overseeing her budget, and [REDACTED] said [REDACTED] removed \$800 from her budget and put it in [REDACTED] budget for his [REDACTED] program.</p> <p>[REDACTED] said [REDACTED] then froze her budget because [REDACTED] said it had to be reconciled. [REDACTED] said she had to show [REDACTED] that she had enough money to cover all her program expenses. [REDACTED] explained that [REDACTED] requested that [REDACTED] put the \$800 back into her account that [REDACTED] removed, and [REDACTED] put the money back in [REDACTED] program account.</p>
3/16/18	SGS & LB call [REDACTED] on WhatsApp	<p>3/15/18 SGS and LB with [REDACTED]</p> <p>[REDACTED] explained that it was difficult for her to work with [REDACTED] because [REDACTED] froze her budget for the [REDACTED] and [REDACTED] asked [REDACTED] to confirm all her expenses for the program.</p> <p>[REDACTED] said [REDACTED] wanted to confirm that [REDACTED] wouldn't overspend her budget. [REDACTED] told [REDACTED] that she didn't think [REDACTED] needed to freeze her budget. [REDACTED] also asked [REDACTED] why [REDACTED] froze her budget because [REDACTED] did not believe it was necessary.</p> <p>[REDACTED] said [REDACTED] explained to her that they are concerned about budget managers exceeding their budgets, and [REDACTED] told [REDACTED] she should not be offended by having her budget froze. [REDACTED] said she then got budget estimates for all her expenses, and gave them to [REDACTED]. And [REDACTED] then unfroze her budget.</p>

		<p>██████ also explained that it was very difficult for her to reserve a space on campus for the ██████. She said it took almost a month to reserve a space. And ultimately ██████ reserved the ██████. ██████ said ██████ explained to her that she could not put up exhibits for her program without insurance coverage.</p> <p>██████ also told ██████ she would need 24 hour security service. And asked ██████ if she had the money in her budget to cover the 24 hour security service. ██████ reached out to Paul Mueller, from Risk Management, and Paul said he would cover the insurance cost for the program. ██████ believes ██████ made the program planning process for the summit very difficult.</p> <p>██████ said she contacted EOO because after the ██████ 2018 program, she had several presenters and vendor that were not paid for their services by ██████ wants to make sure all her presenters and vendor will be paid.</p>
3/21/18	SGS & LB call ██████ on WhatsApp	<p>██████ explained that she was stressed out and frustrated by this process trying to organize the ██████. She said that one of the presenters for the program was ██████, who he is ██████ daughter's partner.</p> <p>██████ explained that ██████ made it difficult for him to be paid for the work he did at the program, and ██████ is working through the process for ██████ to be paid.</p>
3/21/18	██████ emails SGS	<p>██████ forwarded several threads of email correspondence to SGS.</p> <ol style="list-style-type: none"> 1. Email between ██████ and ██████, regarding ██████ budget 2. Email between ██████ and Andrea Rodger regarding a contract dispute. 3. Email between ██████ and ██████ regarding the very difficult time ██████ had working with ██████ 4. ██████ and ██████ email about ██████ covering the summit planning while ██████ was on leave.

		5. [REDACTED] email to [REDACTED] about a contract dispute regarding his work at the [REDACTED]
3/26/18	[REDACTED] emails SGS	[REDACTED] emails a written Grievance Letter that outlines her desired outcomes. SGS sets a time to meet with [REDACTED] to explore ways in which EEO can be of assistance and find a meaningful resolution for [REDACTED]
3/26/18	[REDACTED] emails SGS	Key email thread on the history of the [REDACTED] payment dispute.
4/4/18	[REDACTED] meets with SGS & LB	<p>[REDACTED] explained that there hasn't been a [REDACTED] program of this level at WWU for a very long time. And she believes the university should have gotten behind the program, promoted, and came to together to celebrated the [REDACTED] program.</p> <p>[REDACTED] said she faced undue anguish trying to organize the [REDACTED] and she spent numerous hours dealing with frustrating and difficulties planning the program. [REDACTED] said she is planning a debriefing session with students, faculty and staff who assisted her with planning program. LB and SGS indicated to [REDACTED] that LB will schedule a follow meeting with her to talk about what was discussed at the debriefing session she had with students, faculty and staff.</p>
5/8/18	LB met with [REDACTED] to review what was discussed at the debriefing session.	<p>[REDACTED] explained that they want assurances for: (1) accountability; (2) support; and (3) sustainability from the university for [REDACTED] Programming each year.</p> <p>[REDACTED] provided input from three students that attended the debrief session: (1) [REDACTED]; (2) [REDACTED]; and (3) [REDACTED]. The students indicated:</p> <ol style="list-style-type: none"> 1. They did not see enough support from senior leadership regarding the program. <ol style="list-style-type: none"> a. There was no statement to the university about the program from the President, or other senior leadership. 2. They felt there could be more support from mid-level leadership. 3. Students talked about lack of resources for the program. 4. They believe the university should make a yearlong commitment to the program. 5. They believe this type of program can help bring the university together. <p>[REDACTED] provided input from [REDACTED] and [REDACTED] explained that [REDACTED] programming should be institutionalized, and happen every year. The planning for program can start the</p>

		<p>prior spring quarter. And it should be organized in a way where there is a lot of student input.</p> <p>█████ provided input from █████, and the student collectively talked about a lack of respect they experienced regarding █████ program, some of issues they pointed out were:</p> <ol style="list-style-type: none"> 1. █████ for the █████ that did not highlight the █████ 2. The panels went up right before the program started. 3. They booked another event Saturday in the PAC at the same time as their event. <p>█████ wants to make sure students have sustainable █████ programming at WWU. She wants █████ students to feel respected at WWU. She wants the school to look at multiple ways of addressing the issues with █████ programming.</p> <p>█████ explained that after the █████ situation, the university had 28 different listening sessions. From the listening sessions, they discovered there was an █████ sentiment on this campus. █████ believes the █████ sentiment still exist. █████ would like a plan in place this quarter, so that the planning can start for next year's █████ Programming. She wants the university to develop a mechanism it can use to demonstrate: (1) accountability; (2) support; and (3) sustainability regarding █████.</p>
5/31/18	LB, LKL, met with █████	<p>LB talked to █████ about the difference in a formal investigation and informal resolution. LB explained to █████ that she will need to file a formal complaint if she would like to pursue any type of disciplinary action for individual regarding her concerns with how she was treaded during the █████ program planning.</p> <p>LB explained to █████ that instead of filling a formal complaint, we can focus ways to create a sustainable plan for the university regarding future █████ programming, which was the focus of the conversation LB had with █████ following the 5/8 debrief session.</p> <p>LKL explained to █████ that SGS reviewed the situation with the Provost Brent Carbajal, and SGS plans to review the situation with Brent again during the summer. █████ indicated that she also plans to talk to Brent about this situation. █████ said she would like specific information regarding what the university is planning to do to ensure that a plan is put in place for future █████ programming at WWU. In addition.</p> <p>█████ would like there to be some type training for people who</p>

		will be involved in the preparations and planning of the program. ██████ believes the training will hopefully help future ██████ program planners avoid some of the challenges she faced when she planned the 2018 ██████ program.